

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	760,114	812,782	796,558	796,558
710103 Extra Help	8,729	3,600	16,590	16,590
710200 Retirement	232,550	254,146	267,336	267,336
710300 Health Insurance	98,929	97,566	96,566	96,566
710400 Workers' Compensation Insurance	3,596	4,933	4,075	4,075
TOTAL SALARIES & EMPLOYEE BENEFITS	1,103,917	1,173,027	1,181,125	1,181,125
SERVICES & SUPPLIES				
720300 Communications	9,218	10,900	10,900	10,900
720600 Insurance	7,459	6,041	9,240	9,240
720800 Maintenance - Equipment	2,462	17,000	17,000	17,000
721100 Memberships	30,463	34,975	35,125	35,125
721300 Office Expense	16,176	6,000	6,000	6,000
721400 Professional & Specialized Services	21,886	28,200	28,200	28,200
721500 Publications & Legal Notices	4,576	6,000	6,000	6,000
721600 Rents & Leases - Equipment	10,368	12,700	15,255	15,255
721900 Special Departmental Expense	3,600	4,000	4,000	4,000
722000 Transportation & Travel	38,086	53,160	45,160	45,160
TOTAL SERVICES & SUPPLIES	144,293	178,976	176,880	176,880
TOTAL - BOARD OF SUPERVISORS	1,248,210	1,352,003	1,358,005	1,358,005

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.

In 2012, the Chief Clerk of the Board became the Filing Officer for the Statement of Economic Interests Form 700. In the 2012-13 filing year, the Clerk of the Board staff processed approximately 400 Forms, creating significant impact to the annual workload. Administering the Form 700 filings has placed additional pressure on current staff and significantly lessened the ability of the Department to function as it did at previous staffing levels.

WORKLOAD

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Board Agendas Prepared	39	42	45
AAB/Other Miscellaneous Committees (items performed separately)	420	445	450
Planning Matters	44	54	56
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	3	4	6
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	85	90	85
Agenda Items (each item performed separately):	1028	1040	1050
Action Summaries, Minute Orders			
Ordinances	19	20	20
Resolutions	201	228	220
Contracts, Insurance Certificates, Bonds Processed	918	930	935
Appointments to Committees	55	44	50

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Scanned Pages	33,996	35,000	35,500
Index/Imaged Items	1369	1400	1420
Claims Filed	5	6	8
Litigation Filed	30	35	35
Information Request Research (Hours)	2,610	2,700	2,650
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	57	65	65
Board and Other Miscellaneous Meetings Clerked	60	70	70
Form 700 Filings	412	412	412

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Board of Equalization Findings	\$ 400	\$ 600	\$ 600
Form 700 Fines	0	100	100
Film Permits	0	100	100
Photocopy Charges	232	150	150
Misc Revenue	11,317	300	300
Travel Reimbursement	<u>854</u>	<u>2,700</u>	<u>2,700</u>
Total Revenue	\$12,803	\$3,950	\$3,950

STAFFING

	2013-14 Authorized		2014-15 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	13	3	13	3

BOARD OF SUPERVISORS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$796,558) are recommended reduced \$16,224 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$16,590) is recommended increased \$12,990 for the monthly meeting allowance for Assessment Appeal Board Members, previously funded under the Transportation & Travel Account (722000) and current extra help staffing costs.
- 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 Chambers, all government center conference rooms, and the training room is provided through a time and materials only agreement. Aging equipment in the Board Chambers is requiring replacement; however, replacement is not requested for funding at this time.
- 721100** **Memberships** (\$35,125) is recommended increased \$150 for the dues of County Supervisors' Association of California (CSAC) (\$19,539), Regional Council of Rural Counties (RCRC) (\$11,875), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,685), County Clerk Association (\$375), National Forest Counties and School Coalition (\$276), 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** (\$28,200) is recommended unchanged to fund County Code Supplements (\$6,000) and video streaming services (\$22,200).
- 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 increased \$2,555 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 reduced \$8,000 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 2014-15. 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.

AAB Members receive a meal allowance and are reimbursed from this account if the AAB meetings go into the lunch hour.