

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	779,209	774,445	812,782	812,782
710103 Extra Help	3,300	0	3,600	3,600
710200 Retirement	235,879	239,899	254,146	254,146
710300 Health Insurance	91,365	92,161	97,566	97,566
710400 Workers' Compensation Insurance	3,396	3,596	4,933	4,933
TOTAL SALARIES & EMPLOYEE BENEFITS	1,113,149	1,110,101	1,173,027	1,173,027
SERVICES & SUPPLIES				
720300 Communications	7,851	7,900	10,900	10,900
720600 Insurance	11,287	7,459	6,041	6,041
720800 Maintenance - Equipment	22,119	17,000	17,000	17,000
721100 Memberships	30,453	30,627	34,975	34,975
721300 Office Expense	4,714	7,000	6,000	6,000
721400 Professional & Specialized Services	24,893	28,200	28,200	28,200
721500 Publications & Legal Notices	4,803	7,000	6,000	6,000
721600 Rents & Leases - Equipment	2,768	13,700	12,700	12,700
721900 Special Departmental Expense	3,193	4,000	4,000	4,000
722000 Transportation & Travel	37,239	60,000	53,160	53,160
TOTAL SERVICES & SUPPLIES	149,320	182,886	178,976	178,976
TOTAL - BOARD OF SUPERVISORS	1,262,470	1,292,987	1,352,003	1,352,003

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 2011-2012 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 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Board Agendas Prepared	48	47	46
AAB and Other Miscellaneous Committee	22	30	36
Planning Matters	77	84	90
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	9	6	8
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	596	400	390
Agenda Items (each item performed separately):	1295	1300	1350
Action Summaries, Minute Orders, Board Proceedings			
Ordinances	10	5	8
Resolutions	285	270	300
Contracts, Insurance Certificates, Bonds Processed	504	500	550
Appointments to Committees	69	65	70

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Index/Imaged Items	1466	1468	1470
Claims Filed	14	15	15
Board Backup Material	1275	1250	1230
Litigation Filed	25	20	25
Information Request Research (Hours)	143	140	150
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	77	70	75
Board and Other Miscellaneous Meetings Clerked	79	80	85
Form 700 Filings	0	340	340

REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Agenda Subscriptions	\$ 0	\$ 0	\$ 0
Agricultural Preserve Fees	1,100	1,100	500
Board of Equalization Findings	200	500	300
Form 700 Fines	0	100	100
Maintenance District and Service Area Filing Fees	300	300	300
Film Permits	100	100	100
Photocopy Charges	282	150	150
Misc Revenue	12	100	200
Travel Reimbursement	<u>1,429</u>	<u>1,500</u>	<u>1,500</u>
Total Revenue	\$3,423	\$3,850	\$3,150

STAFFING

	<u>2012-13 Authorized</u>		<u>2013-14 Recommended</u>	
	<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

BOARD OF SUPERVISORS

STAFFING (continued)

<u>Permanent (continued)</u>	2012-13 Authorized		2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Legislative Assistant	5		5	
Members, Board of Supervisors	<u>5</u>	<u>3</u>	<u>5</u>	<u>3</u>
Total Permanent	13	3	13	3

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$812,782) is recommended increased \$38,337 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$3,600) is recommended for the monthly meeting allowance for Assessment Appeal Board Members, previously funded under the Transportation & Travel Account 722000.
- 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 increased \$3,000 for all office telephones, the District 2 Chowchilla Office, two fax machines, six PDA’s 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. While there has been a minimal savings in maintenance, aging equipment is requiring replacement of the equipment in the Board Chambers; however, replacement is not requested for funding at this time.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$34,975) is recommended increased \$4,348 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 (\$225), National Forest Counties and School Coalition (\$276) and California Association of Public Information Officials (CAPIO) (\$175).
- 721300** **Office Expense** (\$6,000) is recommended reduced \$1,000 for office supplies, printing, newspaper subscriptions, recording and computer supplies.
- 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 reduced \$1,000 for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$12,700) is recommended reduced \$1,000 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** (\$53,160) is recommended reduced \$6,840 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 2013-14. Appointments of Board Members to additional Boards may increase the need for travel. Reimbursement to the Department for RCRC Executive Board meetings was reduced, impacting this line item. With the addition of one new Supervisor there may be an additional expense for the new Supervisor's training.

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

SERVICES & SUPPLIES (continued)

722000 Transportation & Travel (continued)

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 are reimbursed for mileage from this account. In addition, they receive a meal allowance if the AAB meetings go into the lunch hour.