

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	819,511	784,782	774,445	774,445
710103 Extra Help	8,071	0	0	0
710200 Retirement	231,363	235,480	239,899	239,899
710300 Health Insurance	109,894	91,528	92,161	92,161
710400 Workers' Compensation Insurance	4,245	3,396	3,596	3,596
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,173,084</b>	<b>1,115,186</b>	<b>1,110,101</b>	<b>1,110,101</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	8,558	7,900	7,900	7,900
720600 Insurance	4,075	11,287	7,459	7,459
720800 Maintenance - Equipment	16,016	17,000	17,000	17,000
721100 Memberships	30,453	30,627	30,627	30,627
721300 Office Expense	5,317	7,000	7,000	7,000
721400 Professional & Specialized Services	119,993	28,200	28,200	28,200
721500 Publications & Legal Notices	4,759	7,000	7,000	7,000
721600 Rents & Leases - Equipment	9,631	13,700	13,700	13,700
721900 Special Departmental Expense	3,727	4,000	4,000	4,000
722000 Transportation & Travel	46,860	60,000	60,000	60,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>249,389</b>	<b>186,714</b>	<b>182,886</b>	<b>182,886</b>
<b>TOTAL - BOARD OF SUPERVISORS</b>	<b>1,422,473</b>	<b>1,301,900</b>	<b>1,292,987</b>	<b>1,292,987</b>

## 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.

Effective January 1, 2012, the Chief Clerk of the Board became the Filing Officer for the Statement of Economic Interests Form 700. Department staff are currently processing calendar year 2012 filings. At this time, staff is unable to calculate the total number of hours that will be needed to process each of the approximately 330 Forms, serve notices, adjudicate fines and coordinate with the Fair Political Practices Commission; however, it is believed the annual workload for this new responsibility will be significant. Administering the Form 700 filings will place additional pressure on current staff and significantly lessen the ability of the Department to function at current staffing levels. Unfortunately, it is expected that fines collected through the administration of Form 700 filings will only generate approximately \$100 in revenue.

### WORKLOAD

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Board Agendas Prepared	37	40	46
AAB and Other Miscellaneous Committee	30	36	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

**BOARD OF SUPERVISORS**

**WORKLOAD (continued)**

	<b><u>Actual 2010-11</u></b>	<b><u>Estimated 2011-12</u></b>	<b><u>Projected 2012-13</u></b>
Contracts, Insurance Certificates, Bonds Processed	504	500	550
Appointments to Committees	69	65	70
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**

	<b><u>Actual 2010-11</u></b>	<b><u>Estimated 2011-12</u></b>	<b><u>Projected 2012-13</u></b>
Agenda Subscriptions	\$ 108	\$ 0	\$ 0
Agricultural Preserve Fees	450	1,100	500
Board of Equalization Findings	500	500	300
Form 700 Fines	0	100	100
Maintenance District and Service Area Filing Fees	150	300	300
Film Permits	100	100	100
Photocopy Charges	59	150	150
Misc Revenue	265	100	200
Travel Reimbursement	<u>3,944</u>	<u>1,500</u>	<u>1,500</u>
Total Revenue	\$5,576	\$3,850	\$ 3,150

**STAFFING**

	<b>2011-12 Authorized</b>		<b>2012-13 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Permanent</u></b>				
Assistant Clerk to the Board of Supervisors	0	1	0	1
Chief Clerk to the Board of Supervisors	1		1	

**BOARD OF SUPERVISORS**

**STAFFING (continued)**

<b><u>Permanent (continued)</u></b>	<b>2011-12 Authorized</b>		<b>2012-13 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
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>3</u>	<u>5</u>	<u>3</u>
Total Permanent	13	3	13	3

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$774,445) is recommended reduced \$10,337 based on the cost of recommended staffing levels.
- 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** (\$7,900) is recommended unchanged for all office telephones and the District 2 Chowchilla Office, two fax machines, and six PDA's 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** (\$30,627) is recommended unchanged for the dues of County Supervisors' Association of California (CSAC) (\$15,541), Regional Council of Rural Counties (RCRC) (\$11,875), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,335), County Clerk Association (\$225), National Forest Counties and School Coalition (\$276) and California Association of Public Information Officials (CAPIO) (\$175).
- 721300**      **Office Expense** (\$7,000) is recommended unchanged; however, due to the shift of responsibilities for copying agenda supporting documents from the individual departments to the Board of Supervisors' department, this account may need to be increased. This account funds 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** (\$7,000) is recommended unchanged for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600**      **Rents & Leases - Equipment** (\$13,700) 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** (\$60,000) 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 2012-13. 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. While fewer Supervisors may attend the Annual NACo and CSAC Conferences, the addition of at least one new Supervisor will create an additional expense for mandatory participation in the New Supervisors Institute.

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.

## **BOARD OF SUPERVISORS**

### **SERVICES & SUPPLIES (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 Board members are reimbursed from this account for attendance at the AAB meetings, as well as reimbursement for mileage. In addition, they receive a meal allowance if the AAB meetings go into the lunch hour.