

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	826,727	830,830	784,782	784,782
710103 Extra Help	3,600	0	0	0
710200 Retirement	231,355	241,143	235,480	235,480
710300 Health Insurance	92,006	99,741	91,528	91,528
710400 Workers' Compensation Insurance	5,015	4,245	3,396	3,396
TOTAL SALARIES & EMPLOYEE BENEFITS	1,158,704	1,175,959	1,115,186	1,115,186
SERVICES & SUPPLIES				
720300 Communications	10,096	11,500	7,900	7,900
720600 Insurance	3,030	4,075	11,287	11,287
720800 Maintenance - Equipment	16,236	18,000	17,000	17,000
721100 Memberships	30,678	32,604	30,627	30,627
721300 Office Expense	11,229	23,000	7,000	7,000
721400 Professional & Specialized Services	291,466	53,200	28,200	28,200
721500 Publications & Legal Notices	8,327	12,000	7,000	7,000
721600 Rents & Leases - Equipment	14,691	16,700	13,700	13,700
721900 Special Departmental Expense	3,642	4,000	4,000	4,000
722000 Transportation & Travel	43,658	60,000	60,000	60,000
TOTAL SERVICES & SUPPLIES	433,053	235,079	186,714	186,714
TOTAL - BOARD OF SUPERVISORS	1,591,757	1,411,038	1,301,900	1,301,900

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. 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 2009-10</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Board Agendas Prepared	49	36	50
AAB and Other Miscellaneous Committee	37	40	40
Planning Matters	43	60	65
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	8	2	3
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	792	850	800
Agenda Items (each item performed separately):			
Action Summaries, Minute Orders, Board Proceedings	1292	1190	1250
Ordinances	33	15	20
Resolutions	351	325	330
Contracts, Insurance Certificates, Bonds Processed	500	450	500
Appointments to Committees	56	65	70
Index/Imaged Items	1759	1760	1800
Claims Filed	18	20	25
Board Backup Material	1244	1220	1300
Litigation Filed	18	20	25
Information Request Research (Hours)	170	220	225
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	39	30	40
Board and Other Miscellaneous Meetings Clerked	73	68	80

BOARD OF SUPERVISORS

REVENUE

	Actual <u>2009-10</u>	Estimated <u>2010-11</u>	Projected <u>2011-12</u>
Agenda Subscriptions	\$ 108	\$ 108	\$ 108
Agricultural Preserve Fees	800	500	500
Board of Equalization Findings	400	300	300
Document Holding Fee (AAB Findings)	0	0	0
Maintenance District and Service Area Filing Fees	750	150	300
Film Permits	100	100	100
Photocopy Charges	75	75	80
Misc Revenue	278	300	250
Travel Reimbursement	<u>1,360</u>	<u>4,300</u>	<u>4,500</u>
Total Revenue	\$3,871	\$5,833	\$6,138

STAFFING

	<u>2010-11 Authorized</u>	2011-12 Recommended	
		<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>			
Assistant Clerk to the Board of Supervisors	1	0	1*
Chief Clerk to the Board of Supervisors	1	1	
Deputy Clerk to the Board of Supervisors I/II	4	2	2*
Legislative Assistant	5	5	
Members, Board of Supervisors	<u>5</u>	<u>5</u>	<u>—</u>
Total Permanent	16	13	3

*Note: The 1.0 FTE Assistant Clerk to the Board of Supervisors and 2.0 FTE Deputy Clerk to the Board of Supervisors I/II were unfunded for 2011-12, as approved by the Board of Supervisors on July 26, 2011.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$784,782) are recommended reduced \$46,048 based on the cost of recommended staff.

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.

SALARIES & EMPLOYEE BENEFITS (continued)

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 reduced \$3,600 for all office telephones and the District 2 Chowchilla Office, two fax machines, and six smart phones 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 reduced \$1,000 based on prior expenditures 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 approved on July 12, 2011.

721100 **Memberships** (\$30,627) is recommended reduced \$1,977 based on the elimination of the CSAC Research Unit, which has not been charged to the County for several years. This account funds 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) (\$2,336), 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 reduced \$16,000 based on not implementing a shift of responsibilities for copying agenda supporting documents from the individual departments to the Board of Supervisors' department as proposed in the 2009-10 fiscal year, resulting in a savings of \$8,000 in copier/paper costs. In addition, this account funds office supplies, printing, newspaper subscriptions, recording and computer supplies.

721400 **Professional & Specialized Services** (\$28,200) is recommended reduced \$25,000 based on the recommendation to eliminate funding for a Grant Writer. The account also funds County Code Supplements (\$6,000) and video streaming services (\$22,200).

721500 **Publications & Legal Notices** (\$7,000) is recommended reduced \$5,000 for publishing ordinances, appeals, notices, hearings, and various Board proceedings.

721600 **Rents & Leases - Equipment** (\$13,700) is recommended reduced \$3,000 based on actual rental costs for vehicles from the Central Garage, two copiers.

SERVICES & SUPPLIES (continued)

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 be limited in 2011-12. 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. Fewer Supervisors may attend the Annual NACo and CSAC Conferences; however, it is unknown at time this budget document was published.

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 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 and possibly one CCBSA Executive Board meeting, 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.

This account also includes mileage reimbursement for the Board 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 meals if the AAB meetings go past the lunch hour, in addition to mileage reimbursement for attendance at the AAB meetings.