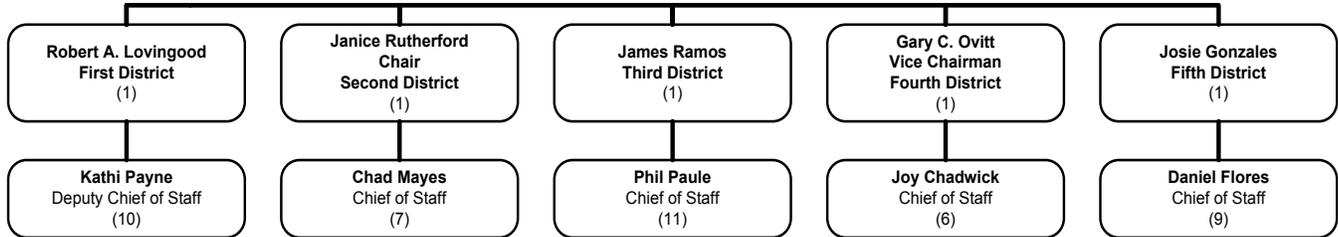


## BOARD OF SUPERVISORS Janice Rutherford, Chair

### ORGANIZATIONAL CHART



### SUMMARY OF BUDGET UNITS

2013-14

	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
<b>General Fund</b>						
Board of Supervisors	7,046,590	0	7,046,590			48
Board Discretionary Fund	5,852,564	0	5,852,564			0
<b>Total General Fund</b>	<b>12,899,154</b>	<b>0</b>	<b>12,899,154</b>			<b>48</b>

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Board of Supervisors	7,515,146	8,869,044	7,903,032	7,647,052	7,046,590
Board Discretionary Fund	6,519,645	1,382,855	2,938,843	10,261,366	5,852,564
<b>Total</b>	<b>14,034,791</b>	<b>10,251,899</b>	<b>10,841,875</b>	<b>17,908,418</b>	<b>12,899,154</b>

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Board of Supervisors	0	0	0	0	0
Board Discretionary Fund	0	196,888	0	103,476	0
<b>Total</b>	<b>0</b>	<b>196,888</b>	<b>0</b>	<b>103,476</b>	<b>0</b>

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Board of Supervisors	7,515,146	8,869,044	7,903,032	7,647,052	7,046,590
Board Discretionary Fund	6,519,645	1,185,967	2,938,843	10,157,890	5,852,564
<b>Total</b>	<b>14,034,791</b>	<b>10,055,011</b>	<b>10,841,875</b>	<b>17,804,942</b>	<b>12,899,154</b>



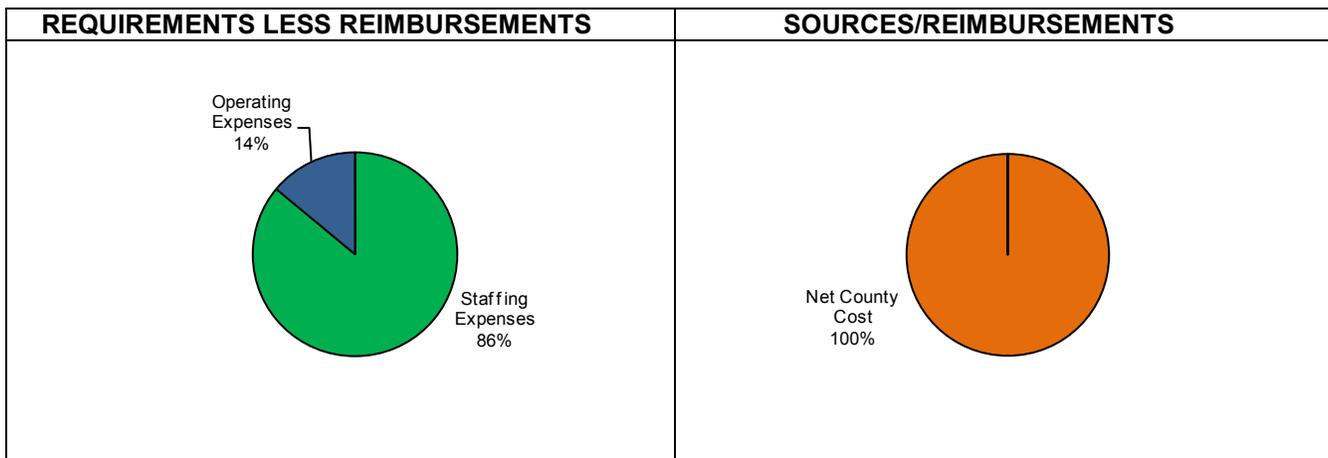
## Board of Supervisors

### DESCRIPTION OF MAJOR SERVICES

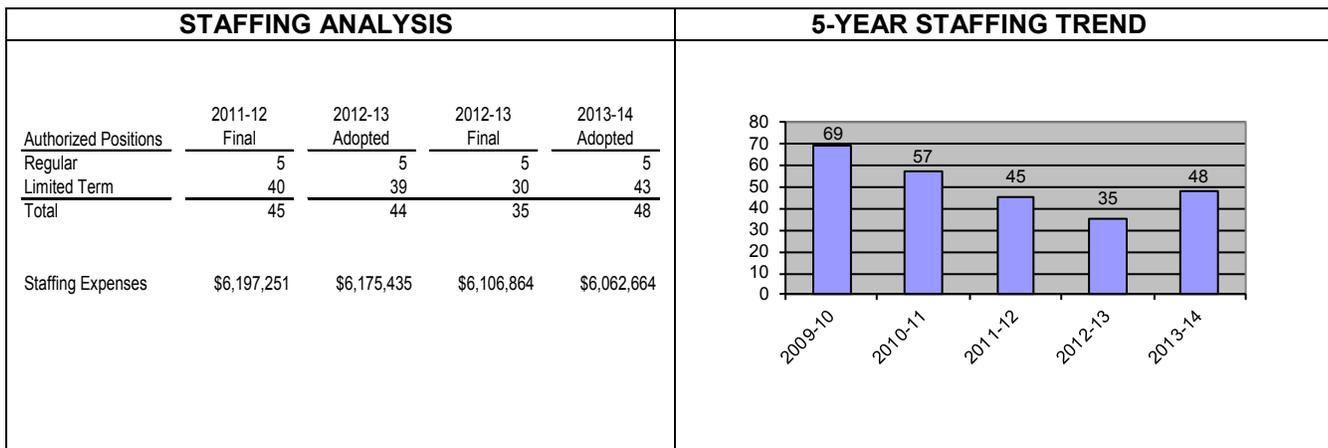
The Board of Supervisors is the governing body of the County government and Board-governed special districts. The Board of Supervisors establishes policy and exercises supervision over the official conduct of all County officers, Board-governed districts and special commissions. The Board of Supervisors also approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

Budget at a Glance	
Total Requirements	\$7,046,590
Total Sources	\$0
Net County Cost	\$7,046,590
Total Staff	48
Funded by Net County Cost	100%

### 2013-14 ADOPTED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2013-14 ADOPTED BUDGET**

GROUP: Administration  
DEPARTMENT: Board of Supervisors  
FUND: General

BUDGET UNIT: AAA BDF  
FUNCTION: General  
ACTIVITY: Legislative and Administrative

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
<b>Requirements</b>							
Staffing Expenses	9,294,598	7,694,504	6,196,638	5,799,414	6,106,864	6,062,664	(44,200)
Operating Expenses	1,156,337	1,488,376	1,898,471	1,519,482	1,612,661	983,926	(628,735)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	10,450,935	9,182,880	8,095,109	7,318,896	7,719,525	7,046,590	(672,935)
Reimbursements	(2,935,989)	(313,836)	(276,982)	(95,110)	(86,473)	0	86,473
Total Appropriation	7,514,946	8,869,044	7,818,127	7,223,786	7,633,052	7,046,590	(586,462)
Operating Transfers Out	0	0	0	13,504	14,000	0	(14,000)
Total Requirements	7,514,946	8,869,044	7,818,127	7,237,290	7,647,052	7,046,590	(600,462)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	1,706	0	0	0
Total Revenue	0	0	0	1,706	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	1,706	0	0	0
Net County Cost	7,514,946	8,869,044	7,818,127	7,235,584	7,647,052	7,046,590	(600,462)
				Budgeted Staffing	35	48	13

**MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET**

Staffing expenses of \$6.1 million make up the majority of the Board of Supervisor's (Board) expenditures within this budget unit. Operating expenses of \$1.0 million includes COWCAP, phone services, office expenses, courier and printing charges, facilities management basic services, and travel related expenses.

The decrease of \$600,462 in Net County Cost reflects the reduction in funding which corresponds to the net change in costs of maintaining business operations.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Major changes for the Board include a reduction in operating expenses of \$628,735 primarily due to a reduction of \$608,025 in COWCAP charges and a decrease of \$36,703 in the amount of central services charges associated with Board facilities. Staffing expenses are decreasing by \$44,200 due to the mid-year elimination of a position which was funded via non-County sources.

For 2013-14 each district will receive an equal allocation of \$1.4 million in Net County Cost, totaling \$6.8 million across all five districts. In addition to this amount, each district will receive a share of augmentation funding based on the Board's augmentation plan which was adopted as part of the 2012-13 Budget Hearing and directed that \$214,257 be allocated among each district budget based on the percentage of unincorporated population. The 2013-14 Budget allocates the augmentation funding under the same methodology as in 2012-13 and is as follows:



Formula for Allocation of Staff Augmentation Funds			
Supervisory District	Population (Unincorporated)	% of Total Unincorporated Population	Allocation Amount
1	95,846	33%	70,382
2	59,401	20%	43,619
3	73,950	25%	54,303
4	13,117	4%	9,632
5	49,462	17%	36,321
Total	291,776	100%	214,257

## STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$6.1 million fund 48 budgeted positions of which 5 are regular positions and 43 are limited term positions.

For 2013-14 there is a net increase of 13 budgeted positions in this budget unit. While the newly elected Supervisors begin to add staff upon election, it is through the annual budget process that these positions are added into the budget. This increase represents the net change resulting from staff added by separate board agenda items throughout 2012-13 by the incoming Supervisors and the deletion of positions from prior Supervisors' staffs.

Staffing changes are as follows (affected district noted in parenthesis):

### Deletions (7 total)

- 1 Community Liaison (First District)
- 1 Deputy Chief of Staff (First District)
- 1 Staff Assistant (Second District)
- 1 Deputy Chief of Staff (Fifth District)
- 2 Field Representative (Fifth District)
- 1 Executive Aide (Fifth District)

### Additions (20 total)

- 1 Community Liaison (First District)
- 1 Community Liaison (First District)
- 4 Field Representative (First District)
- 1 Special Assistant (First District)
- 1 Deputy Chief Of Staff (First District)
- 1 Executive Aide (Second District)
- 4 Community Liaison (Third District)
- 1 Intern Staff Assistant (Third District)
- 1 Policy Advisor I (Third District)
- 1 Constituent Services Representative (Fifth District)
- 1 District Director (Fifth District)
- 2 Field Representatives (Fifth District)
- 1 Intern Staff Assistant (Fifth District)



**2013-14 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
First District	1	10	11	11	0	0	11
Second District	1	7	8	8	0	0	8
Third District	1	11	12	11	0	1	12
Fourth District	1	6	7	7	0	0	7
Fifth District	1	9	10	10	0	0	10
<b>Total</b>	<b>5</b>	<b>43</b>	<b>48</b>	<b>47</b>	<b>0</b>	<b>1</b>	<b>48</b>

First District		Second District		Third District	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Elected Supervisor	1	Elected Supervisor	1	Elected Supervisor
5	Field Representative	2	Field Representative	1	Chief of Staff
1	Executive Assistant	1	District Representative	1	Deputy Chief of Staff
1	Special Assistant	1	Special Projects Coordinator	1	BOS Administrative Analyst
2	Community Service Liaison	1	Chief of Staff	1	Communications assistant
1	Deputy Chief of Staff	1	Deputy Chief of Staff	1	Executive Secretary
11	<b>Total</b>	1	Executive Aide	4	Community Service Liaison
		8	<b>Total</b>	1	Intern Staff Assistant
				1	Policy Advisor I
				12	<b>Total</b>
Fourth District		Fifth District			
<u>Classification</u>		<u>Classification</u>			
1	Elected Supervisor	1	Elected Supervisor		
1	BOS Elected Secretary	1	Executive Secretary		
1	District Representative	1	Administrative Analyst		
1	Field Representative	1	Chief of Staff		
1	Chief of Staff	2	Intern Staff Assistant		
1	Deputy Chief of Staff	1	District Director		
1	District Director	1	Constituent Services Representative		
7	<b>Total</b>	2	Field Representative		
		10	<b>Total</b>		



## Board Discretionary Fund

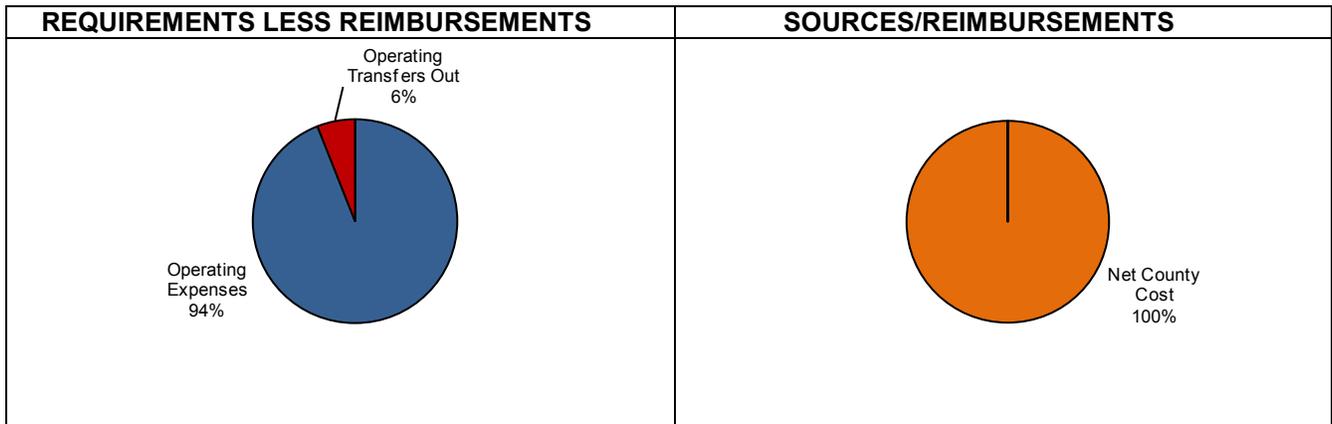
### DESCRIPTION OF MAJOR SERVICES

Beginning in 1999-00, \$1.0 million was allocated evenly between the five supervisorial districts as board discretionary funding for priority policy needs that may be identified during the fiscal year. In 2005-06, the annual allocation was increased to \$2.0 million, and in 2006-07 it was increased to \$2.5 million. During 2008-09, the annual allocation was increased to \$3.75 million, which was maintained for 2009-10. The annual funding for 2010-11 was decreased to \$2.25 million and was subsequently transferred into the Board of Supervisors (Board) operating budget as part of the County's First Quarter Budget Report, which was approved by the Board on November 2, 2010. In 2011-12, the Board began obligating the remaining balance of funds via the County quarterly budget reports. Once approved, allocations are to be expensed within twelve months and existing allocations not spent within a fiscal year are carried over to the subsequent fiscal year by district. There is currently no ongoing funding included in this budget unit. County Policy 02-18 provides that these funds are to be exhausted by the end of Fiscal Year 2015-16, and any remaining unspent funds are to be returned to the County general fund.

Budget at a Glance	
Total Requirements	\$5,852,564
Total Sources	\$0
Net County Cost	\$5,852,564
Total Staff	0
Funded by Net County Cost	100%

Since the inception of this budget unit, the Board has identified various community programs in alignment with the County's vision of creating, supporting, and enhancing vibrant communities that emphasize beauty, culture, art, recreation, education, and a sense of history. Through use of these funds, and in conjunction with these community programs, the Board of Supervisors has provided support for several projects that promote the health, safety, well-being, and quality of life for County residents.

### 2013-14 ADOPTED BUDGET



**ANALYSIS OF 2013-14 ADOPTED BUDGET**

GROUP: Administration  
 DEPARTMENT: Board of Supervisors - Board Discretionary Fund  
 FUND: General

BUDGET UNIT: AAA CNA  
 FUNCTION: General  
 ACTIVITY: Legislative and Administrative

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
<b>Requirements</b>							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	2,714,721	2,160,675	2,289,173	4,128,360	9,911,575	5,502,564	(4,409,011)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,714,721	2,160,675	2,289,173	4,128,360	9,911,575	5,502,564	(4,409,011)
Reimbursements	(11,665)	(1,036,042)	0	(17,795)	(7,795)	0	7,795
Total Appropriation	2,703,056	1,124,633	2,289,173	4,110,565	9,903,780	5,502,564	(4,401,216)
Operating Transfers Out	29,804	57,358	550,890	298,750	357,586	350,000	(7,586)
Total Requirements	2,732,860	1,181,991	2,840,063	4,409,315	10,261,366	5,852,564	(4,408,802)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	45,000	45,000	0	(45,000)
Total Revenue	0	0	0	45,000	45,000	0	(45,000)
Operating Transfers In	0	196,889	0	58,989	58,476	0	(58,476)
Total Sources	0	196,889	0	103,989	103,476	0	(103,476)
Net County Cost	2,732,860	985,102	2,840,063	4,305,326	10,157,890	5,852,564	(4,305,326)
				Budgeted Staffing	0	0	0

**MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET**

Requirements of \$5.8 million represents funds carried over from prior fiscal years to support various community programs and projects that promote the health, safety, well-being, and quality of life for County residents. Operating expenses make up the majority of expenditures within this budget unit and includes allocations made directly to local agencies and non-profits as well as allocations to County departments to support various public works and community improvement projects.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

These funds are utilized by Supervisorial Districts to support community programs and projects. In accordance with County Policy 02-18, these funds are allocated at the sole discretion of the Supervisor within his or her own Supervisorial District. On February 7, 2012, the Board adopted an amendment to County Policy 02-18 which revised the policy related to the administration of these funds. In addition to new procedures regarding the administration of these funds, the amended policy also provides that these funds are to be exhausted by the end of Fiscal Year 2015-16, and any remaining unspent funds are to be returned to the County general fund.

The 2013-14 Budget includes a reduction of \$4.4 million to requirements and represents payments made to support community programs and projects during the 2012-13 fiscal year. As of the Third Quarter Budget Report on May 7, 2013, funds remaining to be obligated by the Districts totaled approximately \$3.4 million. There is currently no ongoing funding included in this budget unit.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

There is no staffing associated with this unit.

