

MINUTES OF FINAL BUDGET HEARINGS FISCAL YEAR 1996/97
COUNTY OF CALAVERAS, STATE OF CALIFORNIA,
HELD ON THURSDAY, SEPTEMBER 5, 1996

PRESENT: Thomas Tryon, Chairman; Michael Dell'Orto, Vice-Chairman; Tom Taylor, Merita Callaway and Terri Bailey, Supervisors; Brent Harrington, County Administrative Officer; Clay Hawkins, Financial Analyst; Jeanne Boyce, Sr. Administrative Analyst; Linda Carter, Auditor-Controller; Chris Hollingshead, Accountant Auditor; and Mary Jane Giuffra, Supervising Board Clerk

ABSENT: None

Meeting recorded on Cassette(s) 96-39C; 96-39D; 96-39E

9:30 A.M.: Chairman Tryon reconvened the Board in continued Final Budget Hearings for FY 1996/97 then opened discussions for department head comments.

Karen Varni, County Clerk-Recorder, informed the Board that as a result of budget reductions, there is a backlog of processing documents in the Recorder's Office and she is using a special contract person to help with the daily business which takes that person away from special projects. She requested that the Assistant Recorder position be refilled with a Recorder Clerk, effective January 4, 1997, at \$12,335 plus extra hire at \$1,000 to fill in for vacations, etc. If the Board approves the increase in recording fees as proposed during the September 3, 1996 Board Meeting, Revenue Account 4762 will be increased by \$22,000 for this fiscal year. Varni asked that said revenues stay within her department indicating that on an annual basis, the fees collected would be over \$30,000. It was requested that Varni track this separately so the Board can see how this is working on an annual basis. In response to questions by the Board, Varni stated that she requested a Clerical Assistant under Department 28 to help offset County Clerk functions that will be coming over to the Clerk-Recorder's Office from Superior Court plus overlap in other departments when extra help is needed. Supervisor Dell'Orto spoke of the possibility of merging budgets for Dept. 28 (County Clerk) with Dept. 44 (County Recorder). The total budget for Dept. 44 is \$218,000 with revenues of approximately \$275,000 and there is \$69,752 in the Modernization Trust Fund. Department 28 has expenditures in the amount of \$116,553 with revenues at \$13,600. Supervisor Callaway then asked if Elections is ready to meet DMV requirements in November and Dell'Orto asked if the new equipment would be on line for the November election. Varni stated that the Motor Voter Program will not be up and running due to the County's inadequate addressing system and the non-availability of street maps for a base. She reminded the Board that this new system has nothing to do with ballot counting. Dell'Orto suggested that GIS maps be used for a base rather than creating a whole new mapping system and indicated that LTC maps should be available for the County Clerk's use. Getting back to the Recorder's budget, Varni informed the Board of her plans for a remodeling project to provide adequate work space and to

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compliment the new Recorder's computer system. She is considering purchasing 9 work stations using \$25,000 from the Modernization Trust Fund. Lloyd Griffin, Real Estate Agent, spoke to the proposed \$2.00 increase in recording fees and suggested establishing a special fund to maintain a percentage of the fees collected to stay within the Recorder's budget so the issue doesn't have to come back every year. Chairman Tryon polled the Board and there was unanimous approval to fill the vacant Assistant Recorder position with a Recorder Clerk and authorize \$1,000 in extra hire; to collect the additional

\$2.00 recording fee to offset added employee costs; and to proceed with the remodeling project.

(96-39C, II and continued to 96-39D)

Jearl Howard, Environmental Health Administrator, presented the following issues for Dept. 57: (1) the establishment of an Excess Revenue Trust Fund; and (2) the need to reflect reimbursement for a vehicle purchase proposed by Dept. 42 (Agriculture) in the amount of \$9,000 in Account 3990 for Dept. 57 (Environmental Health). The Board indicated that they want to review the concept of "Special Trust Funds" for departments as requested throughout the budget hearings before approving anything. Howard then referenced Dept. 42 (Ag Dept.) and requested that a 5% equity adjustment be considered for himself, the Department Head, presenting a comparison sheet re: equity adjustments for the Building Official, Assessor, etc. CAO Harrington interjected that he needs some Board direction re: salary adjustments for department heads. The Board decided that they would like to consider this separate from other budget issues.

(96-39D, I)

Jim Miner, County Fire Warden, spoke regarding the Fire Master Plan and offered comparisons re: CDF contract vs. County Fire. He stressed the need for fire engines and water tenders indicating that the County should be buying and replacing equipment every 3 to 4 years and informed the Board that there is only \$187.47 in Trust Fund 5429. Tryon requested that Miner submit a suggested replacement policy and Miner indicated that this has already been done and is included in the Master Plan. Fire Warden Miner concluded his comments by telling the Board that the County either needs to get in, or out, of the fire protection business.

(96-39D, I, and continued to Side II)

Larry Wade, Probation Officer, reviewed Dept. 40, State Correctional Schools, indicating that we have 12 wards at a cost of \$150 per month, per ward. He requested an additional Deputy Probation Officer at a cost of approximately \$22,000 with an effective date of November 9. Wade and his Assistant Chief Probation Officer, Rich Manders, guaranteed that if they had one or two more deputies, they could cut CYA costs significantly. Review of Dept. 59, Care of Court Wards, followed,

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(96-39D, II)

Linda Carter, Auditor-Controller, presented information re: property taxation and the distribution of costs by the Tax Collector. She then informed the Board that the backlog in her office is even worse than she described during the preliminary budget hearings and requested an additional person to assist with taking care of the backlog. She also requested an additional 1,000 hours of extra hire at a cost of \$9,916.00.

(96-39E, I)

The Capital Improvements (CIP) budget was discussed and Supervisor Bailey requested that \$25,000 be set aside to build a satellite office on County property in Copperopolis. The Board unanimously agreed to this request.

In an attempt to clear the existing \$96,051 deficit, the following actions were taken with respect to the General Fund:

(see Exhibit "A" attached)

Discussion followed re: other issues ie: recovery of PG&E franchise fees (Callaway will pursue); salary adjustments for department heads; and the airport budget.

ADJOURNMENT

This meeting was adjourned and the Board will reconvene in continued Final Budget Hearings FY 1996/97 at 1:30 p.m. on Monday, September 9, 1996.

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CHAIRMAN

ATTEST:

CLERK