County of El Dorado

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Legislation Text

File #: 11-0102, **Version:** 1

Clerk of the Board recommending the Board consider the following regarding FY 10/11 Board of Supervisors expenses:

1) Ratify the following District expenditures and approve a budget transfer to cover the following:

a) GIS software - District I - $600

b) GIS Software - District III - $300

c) Copies of Budget Documents for the Taxpayers Association - District III - $ 272.72

d) Video conferencing equipment to be used between Tahoe and Placerville. This is an accessory to a computer and can be used on any computer to facilitate video conferencing. $165.98

2) Approve a budget transfer to cover the RCRC Conference and the CSAC Conference. The travel was approved by the Board on 10/26/10 File 10-1136.

3) Approval to purchase the following equipment and approval for the budget transfer to cover the expenditures:

a) Computer for District V assistant for an amount not to exceed $900.

b) Laptop for District IV Supervisor for an amount not to exceed $1,700.

BACKGROUND

The Board approved an amended Policy D-5 which allows for a minimum of Salaries and Benefits for each Supervisors District. The Clerk's budget contains the general department expenditures such as insurance, office supplies and for other necessities to maintain the Department operational. Travel expenditures for RCRC and CSAC are also included within the Clerk's budget. According to policy D -5 Supervisors must request Board approval for all non-salary expenditures. This Board item is to formalize the procedures to facilitate the approval and reporting of non-salary expenditures. It is also going to ratify expenditures since July 1, 2010 and request budget transfers to cover the expenditures.

 Procedures

1) Identify expenditure: District offices are to contact the Clerk of the Board when the District Supervisor has identified a necessary expenditure and fill out form Board of Supervisors Expense Request Form.

2) Identify funding: The Clerk of the Board is to identify the sufficient funding for the expenditure.

3) Board Approval/Budget Transfer: Two methods in which to identify District specific non-salary expenditures: 1) Put the expenditure into the appropriate District index code and make a budget transfer to move the necessary funds from Index Code 010000 or 2) Put the expenditure under Index Code 010000 (Board of Supervisors) and identify it by District using the appropriate District user code. Both methods will identify the expenditures.

Expenditures for this fiscal year which have already been appropriated to specific Districts by the Auditor Controller are listed below:

a) GIS software - District I - $600

b) GIS Software - District III - $300

c) Copies of Budget Documents for the Taxpayers Association

7225 Intrafnd: Central Duplicating $272.72

d) Video conferencing equipment - $165.98

This is an accessory to a computer and can be used on any computer to facilitate video conferencing.

e) Expenditures for travel to CSAC conference - District V (Expenditures approved by BOS $860.30) (The pool car expenditure was approved by the Board on 2/1/11 file 11-0103)

4503 Staff Development (Registration) $435.00

4600 Transportation and Travel (Airfare) $ 205.40

4608 Hotel Accommodations (Hotel) $219.90

f) Expenditures for travel to RCRC conference - District II (Expenditures approved by BOS $398.20)

4503 Staff Development (Registration) $250.00

4608 Hotel Accommodations (Hotel) $148.20

g) Expenditures for office change - District III

4300 Professional & Specialized Services $517.50

g) Computer replacements

Computers were replaced in the past by the IT Department however when the refresh program ended they have been budgeted within the Department budget to assure that there were allocated to replace 2 computers per year. At this point there are four computers which were purchased prior to 2005 and are being watched for possible replacement. Some of the funds for these replacements are within the department budget and some within IT's budget. At this time the three computers which have been identified to be replaced are District II laptop, District IV laptop and District V computer.

Currently the District V Assistant's computer has failed multiple times due to a failing mother board. A loaner has been put in it's place until Board approval has been given.

IT is evaluating the District IV laptop and from preliminary discussion it is ready for replacement as well.