

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2019-20

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

	<u>ACTUAL 2017-18</u>	<u>BOARD APPROVED 2018-19</u>	<u>DEPARTMENT REQUEST 2019-20</u>	<u>CAO RECOMMENDED 2019-20</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662696 FORMATION FEES	150	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	150	0	0	0
MISCELLANEOUS REVENUE				
673900 Miscellaneous	0	600	3,766	3,766
TOTAL MISCELLANEOUS REVENUE	0	600	3,766	3,766
<u>TOTAL ESTIMATED REVENUES</u>	<u>150</u>	<u>600</u>	<u>3,766</u>	<u>3,766</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	985,187	1,043,626	1,091,396	1,091,396
710103 Temporary Salaries	17,756	38,500	38,500	38,500
710105 Overtime	0	0	0	0
710200 Retirement	347,555	355,901	377,645	377,645
710300 Health Insurance	102,169	120,657	118,588	118,588
710400 Workers' Compensation Insurance	11,121	10,434	10,828	10,828
TOTAL SALARIES & EMPLOYEE BENEFITS	1,463,788	1,569,118	1,636,957	1,636,957
SERVICES & SUPPLIES				
720300 Communications	5,415	10,900	9,800	9,800
720600 Insurance	34,862	1,492	1,563	1,563
720800 Maintenance - Equipment	1,243	19,500	19,500	19,500
721100 Memberships	54,218	35,477	35,477	35,477
721300 Office Expense	12,788	8,600	12,678	12,678
721400 Professional & Specialized Expense	47,543	55,800	55,100	55,100
SERVICES & SUPPLIES (continued)				

**COUNTY OF MADERA
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Department: **BOARD OF SUPERVISORS
(00100)**
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	ACTUAL 2017-18	BOARD APPROVED 2018-19	DEPARTMENT REQUEST 2019-20	CAO RECOMMENDED 2019-20
721500 Publications & Legal Notices	1,015	6,000	4,500	4,500
721600 Rents & Leases - Equipment	13,200	15,255	16,584	16,584
721900 Special Departmental Expense	3,114	4,000	4,000	4,000
722000 Transportation & Travel	48,080	60,000	65,000	65,000
TOTAL SERVICES & SUPPLIES	221,479	217,024	224,202	224,202
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	0	0
TOTAL INTRAFUND TRANSFER	0	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,685,266</u>	<u>1,786,142</u>	<u>1,861,159</u>	<u>1,861,159</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,685,116</u>	<u>1,785,542</u>	<u>1,857,393</u>	<u>1,857,393</u>

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 three Tuesdays of each month in the County Government Center, including six “On-the-Road” meetings 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. The Clerk’s Office also serves as Clerk for Assessment Appeals Board, Remote Access Network Board and other miscellaneous committees, as needed as well as providing in-kind service to the Madera County Arts Authority. Each Board Member has an individual Chief of Staff 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 2017-18</u>	<u>Estimated 2018-19</u>	<u>Projected 2019-20</u>
Board Agendas Prepared	87	124	150
Planning Matters	56	45	50
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	13	6	10
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	250	250	275
Agenda Items (each item performed separately):			
Action Summaries, Minute Orders	1720	1800	1950
Ordinances	16	15	16
Resolutions	200	150	175
Contracts, Insurance Certificates, Bonds Processed	1054	1290	1300
Appointments to Committees	42	30	35
Scanned Pages/Index/Imaged Items	150,000	190,000	210,000
Claims Filed	0	0	5
Litigation Filed	4	8	6
Information Request Research (Hours)	50	60	70

BOARD OF SUPERVISORS

<u>WORKLOAD (continued)</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>	<u>Projected 2019-20</u>
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	65	90	150
Board and Other Miscellaneous Meetings Clerked	87	70	85
Form 700 Filings	87	70	267

ESTIMATED REVENUES

673900 **Miscellaneous Revenue** (\$3,766) are recommended for photocopy charges and miscellaneous revenue.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,091,396) are recommended increased \$47,770 which includes step/longevity increases; confidentiality pay for existing staff that are eligible; special assignment pay for additional duties of the Chiefs of Staff/Public Information Team and a permanent Deputy Clerk II position.

710103 **Extra Help** (\$38,500) is recommended unchanged to allow for adequate support to handle the workload during the fiscal year. The implementation of a contract management system will require a significant number of contracts processing procedures and reports to be reviewed and revised to ensure proper implementation. This additional workload is being addressed through existing board clerk staff. The recommended extra help appropriations will allow for support to help ensure that the critical and time sensitive processes of the board clerk are not impacted.

710200 **Retirement** (\$377,645) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$118,588) is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$10,828) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES

- 720300** **Communications** (\$9,800) is recommended decreased \$1,100 to cover all office telephones, the District 2 Chowchilla Office, two fax machines, seven smartphones, three surface pros and seven iPads for this Department.
- 720600** **Insurance** (\$1,563) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$19,500) is recommended unchanged for selective maintenance of computers, printers, typewriters, microfilm reader, microfiche and general maintenance for other office equipment. Maintenance of all government center conference rooms, and the training room is provided based on time and materials. This recommended amount is to cover unanticipated needs and/or the purchase of new imaging equipment to retrieve archival records and a projector for the On-the-Road meetings.
- 721100** **Memberships** (\$35,477) is recommended unchanged for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$250), National Association of Counties (NACo) (\$2,700), County Clerk Association (\$200), National Forest Counties and School Coalition (\$450 - this amount varies each year), and California Association of Public Information Officials (CAPIO) (\$175).
- 721300** **Office Expense** (\$12,678) is recommended increased for office supplies, business cards, document folders, office furniture, printing, newspaper subscriptions, recording and computer supplies. Staff office chairs must be replaced due to wear and tear and to reduce any problems associated with poor ergonomics.
- 721400** **Professional & Specialized Services** (\$55,100) is recommended decreased \$700 for the maintenance of the agenda manager and videostreaming services as well as adding maintenance of boards and commissions software to the current Legislative Management, and an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700). This account provides for the County Code Supplements (this office funds the 29 supplements distributed to various departments/divisions and the updates to the MuniCode website each time an Ordinance or amendments to an Ordinance are approved by the Board).
- 721500** **Publications & Legal Notices** (\$4,500) is recommended decreased \$1,500 for the publishing of ordinances, appeals, notices, hearings, advertisements, Board letters and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$16,584) is recommended increased \$1,329 for the lease of vehicles from the Central Garage, two printer/copiers and one digital whiteboard.

BOARD OF SUPERVISORS

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** (\$65,000) is recommended increased \$5,000 for the cost of attending conferences, seminars, various meetings and training for Board Members, Chiefs of Staff, Clerk of the Board and staff and for mileage reimbursement for those listed and the Assessment Appeals Board (AAB) Members.

It is anticipated that one or more of the Board of Supervisors and Chief of Staff will attend the following: CSAC Legislative Conference, CSAC Annual Conference, NACo Annual Conference, NACo Legislative Conference, RCRC Annual Conference, San Joaquin Valley Regional Supervisors' Conference, the New Supervisors' Institute, and various workshops. The Chief Clerk of the Board Will attend the CCBSA Annual Conference held in conjunction with the CSAC Annual Conference; the Assistant Clerk and Deputy Clerk II will the Annual New Law Workshop held in Sacramento, and various training workshops as needed. Clerk of the Board staff and Chiefs of Staff also attend various staff training workshops, as needed. 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 five Chiefs of Staff, Board Clerk and Board Clerk staff for attendance for meetings, conferences and staff training.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **BOARD OF SUPERVISORS
(00100)**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3615	Assistant Clerk to the Board of Supervisors	1.0	-	1.0	-	-	-	
2121	Chief Clerk to the Board of Supervisors	1.0	-	1.0	-	-	-	
3616	Deputy Clerk to the Board of Supervisors I or							
3617	Deputy Clerk to the Board of Supervisors II	2.0	2.0	2.0	2.0	-	-	
3524	District Chief of Staff	5.0	-	5.0	-	-	-	
1051	Member, Board of Supervisors - District 1	1.0	-	1.0	-	-	-	
1052	Member, Board of Supervisors - District 2	1.0	-	1.0	-	-	-	
1053	Member, Board of Supervisors - District 3	1.0	-	1.0	-	-	-	
1054	Member, Board of Supervisors - District 4	1.0	-	1.0	-	-	-	
1055	Member, Board of Supervisors - District 5	1.0	-	1.0	-	-	-	
TOTAL		14.0	2.0	14.0	2.0	-	-	

NOTES: