

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2020-21

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

	BOARD APPROVED 2019-20	CAO BASELINE 2020-21	DEPARTMENT REQUEST 2020-21	CAO RECOMMENDED 2020-21
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673900 Miscellaneous	3,766	3,766	4,000	4,000
680200 Operating Transfer In	0	0	42,034	42,034
TOTAL MISCELLANEOUS REVENUE	<u>3,766</u>	<u>3,766</u>	<u>46,034</u>	<u>46,034</u>
<u>TOTAL ESTIMATED REVENUES</u>	<u>3,766</u>	<u>3,766</u>	<u>46,034</u>	<u>46,034</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,091,396	1,091,396	1,109,115	1,109,115
710103 Temporary Salaries	38,500	38,500	15,000	15,000
710200 Retirement	377,645	377,645	452,299	452,299
710300 Health Insurance	118,588	118,588	150,122	150,122
710400 Workers' Compensation Insurance	10,828	10,828	9,474	9,474
TOTAL SALARIES & EMPLOYEE BENEFITS	<u>1,636,957</u>	<u>1,636,957</u>	<u>1,736,010</u>	<u>1,736,010</u>
SERVICES & SUPPLIES				
720300 Communications	9,800	9,800	6,500	6,500
720600 Insurance	1,563	1,563	1,776	1,776
720800 Maintenance - Equipment	19,500	19,500	6,500	6,500
721100 Memberships	35,477	35,477	34,000	34,000
721300 Office Expense	12,678	12,678	5,500	5,500
721400 Professional & Specialized Expense	55,100	55,100	41,000	41,000
721500 Publications & Legal Notices	4,500	4,500	3,000	3,000
721600 Rents & Leases - Equipment	16,584	16,584	10,000	10,000
721900 Special Departmental Expense	4,000	4,000	3,000	3,000
722000 Transportation & Travel	65,000	65,000	55,000	55,000

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TOTAL SERVICES & SUPPLIES	224,202	224,202	166,276	166,276
<u>TOTAL EXPENDITURES</u>	<u>1,861,159</u>	<u>1,861,159</u>	<u>1,902,286</u>	<u>1,902,286</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,857,393</u>	<u>1,857,393</u>	<u>1,856,252</u>	<u>1,856,252</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 four Tuesdays of each month in the County Government Center 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. 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</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Board Agendas Prepared	168	170	174
AAB/RAN/Other Miscellaneous Committees (items performed separately)			
Planning Matters	61	60	60
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	12	20	16
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	116	100	100
Agenda Items (each item performed separately):			
Action Summaries, Minute Orders	1106	1370	1500
Ordinances	16	16	16
Resolutions	171	200	215
Contracts, Insurance Certificates, Bonds Processed	530	540	550
Appointments to Committees	24	50	52
Scanned Pages/Index/Imaged Items	195,000	200,000	205,000
Claims Filed	0	3	2
Litigation Filed	10	9	10
Information Request Research (Hours)	60	200	250

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	85	116	130
Board and Other Miscellaneous Meetings Clerked	89	76	90
Form 700 Filings	400	621	645

ESTIMATED REVENUES

673900 **Miscellaneous Revenue** (\$4,000) is recommended increased for photocopy charges.

680200 **Operating Transfer In** (\$42,034) reflects the estimated staff time dedicated to the COVID-19 response. Clerk of the Board clerical staff provides staff support required to assist the 311 Call Center to ensure the County continues to offer the best customer service possible during the COVID-19 pandemic. Staff provides approximately three (3) days a week/eight (8) hours a day for continued operations of the 311 Call Center to accommodate the increased calls. Professional staff assists the Chief Clerk of the Board with Board of Supervisor, Assessment Appeals Board and Madera Arts Authority meetings assisting with utilizing an online collaboration provider (WebEx) to remotely facilitate meetings, deliver training and collaborate with stakeholders.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,109,115) are recommended increased \$17,719, 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 I position.

710103 **Extra Help** (\$15,000) is recommended decreased to help fund extra help salaries. Extra help positions are used in the Clerk of the Board office on an as-needed basis and for one Chief of Staff position.

710200 **Retirement** (\$452,299) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$150,122) is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$9,474) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,500) is recommended 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** (\$1,776) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$6,500) is recommended 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 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.
- 721100** **Memberships** (\$34,000) is recommended for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,686), 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** (\$5,500) is recommended reduced for office supplies, business cards, document folders, office furniture, printing, newspaper subscriptions, recording, computer supplies and mobile shredding service.
- 721400** **Professional & Specialized Services** (\$41,000) is recommended reduced \$14,000 for the maintenance of the agenda manager and videostreaming services (Granicus), audio/visual vendors for On-the-Road Board meetings, Netfile, an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700), Municode for the annual online code hosting, annual administrative support fee, County Code Supplements and binders.
- 721500** **Publications & Legal Notices** (\$3,000) is recommended for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$10,000) is recommended reduced for the lease of vehicles from the Central Garage, printer/copiers and digital whiteboard.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$3,000) is recommended unchanged for miscellaneous events, award plaques, commendations, certificates, lapel pins On-the-Road Board meeting swag.

722000 **Transportation & Travel** (\$55,000) is a recommended reduced for anticipated out-of-county travel, private mileage reimbursement, training costs as well as costs for attending conferences, seminars, various meetings and training for Board Members, Chiefs of Staff, Clerk of the Board and 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 and Assistant Clerk to the Board will attend the CCBSA Annual Conference held in conjunction with the CSAC Annual Conference, 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 2020-21**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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: